

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT INTRADEPARTMENTAL CORRESPONDENCE

	REFERRED FOR ACTION
	ANSWER FOR MY SIGNATURE
	FOR FILE
	FOR YOUR INFORMATION
	FOR SIGNATURE
	RETURN TO ME
	PLEASE SEE ME
	PLEASE TELEPHONE ME
	FOR APPROVAL
	PLEASE ADVISE ME
BY_	DATE

MEMORANDUM

TO: PATTY O. PARSONS

DOTD FINANCIAL SERVICES ADMINISTRATOR

ATTN:

FROM: *

PROPERTY MANAGEMENT AGENT

DATE: February 26, 2003

SUBJECT: State Agency Lease No.*

State Agency Tract No.*

*

* Parish

Attached is Check No. * in the amount of \$*, dated *, for * account, drawn on *, for rental payment on the above referenced Lease.

Please initial the attached copy and return to this office as receipt of our files.

/

Attachment

cc: Deborah H. McKneely

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE